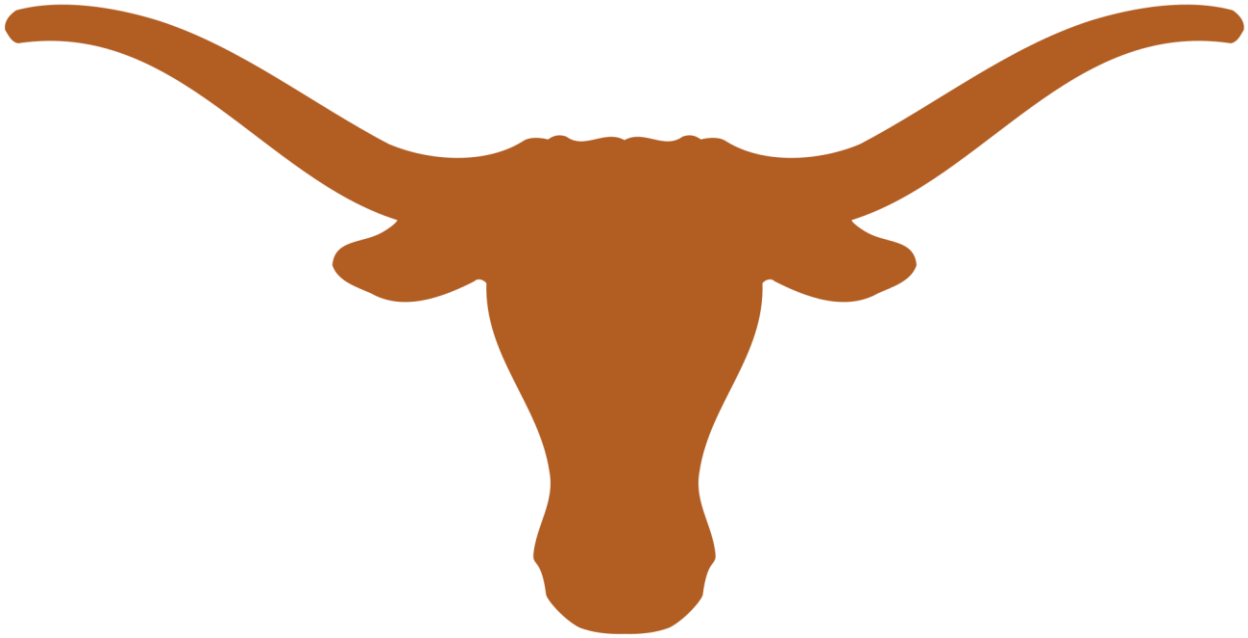
ABILENE MIDDLE SCHOOL
STUDENT HANDBOOK 2026-2027



Abilene Middle School, 500 NW 14th Street Abilene, Kansas 67410

Phone: 785-263-1471

Dr. Jenna Delay, Abilene Middle School Principal

Building Leaders For Today And Tomorrow

ACADEMIC ACHIEVEMENT LIST

At the end of each 9-week grading period, Abilene Middle School will recognize academic achievement through the AMS Honor Roll. This list will be posted on the Academic Achievement Display bulletin board and will be published in the local newspaper. The honor roll will recognize achievement at three levels:

- Gold Card - 3.8 GPA through 4.0 GPA
- Orange Card - 3.5 GPA through 3.79 GPA
- Blue Card - 3.0 GPA through 3.49 GPA

If you earn a GOLD Academic Award Card, you will earn front of the lunch line privileges.

If you lose or destroy your Academic Award Card, you can purchase a replacement card with 15 Longhorn Bucks.

ACADEMIC AWARDS

Students will have an opportunity to be recognized at the end of the year for academic performance. A student must earn six points during the **first 3 quarters** to earn this recognition (Night of the Stars).

- Gold Card = 4pts.
- Orange Card = 3 pts.
- Blue Card = 2 pts.
- High Five Award = 2 pts.

HIGH FIVE AWARD

If you improve your GPA by .5 from one nine-week grade period to the next, you will earn a "High 5" award.

LONGHORN BUCKS

Students can earn Longhorn Bucks, from any AMS staff member, by

- **Being a Leader**
- **Being Responsible**
- **Being Respectful**
- **Giving Their Best Efforts**

Students who exhibit these traits can spend their LH Bucks in the school store and in individual classrooms.

GRADING

The grading system at Abilene Middle School is as follows:

- A = 100-90
- B = 89-80
- C = 79-70

- D = 69-60
- F = 59-0

For math classes, students are able to turn in an assignment for full credit up until the unit test. After the test, students will not be able to receive credit for previous missing assignments.

For all other content area classes, students are able to turn in assignments after the initial due date for a period of two calendar weeks. These late assignments will be worth up to 70% of the original possible points.

PROMOTION/RETENTION

Students must successfully complete five (5) credits of school subjects in order to be promoted to the next grade level. For promotion purposes, a student will receive .25 credit in each class passed at the end of each nine weeks (e.g. Art = .25, Math = .25, etc.). Ultimately, this means that a student who fails more than 8 quarters of any combination of classes will be required to successfully complete summer school to promote to the next grade level.

Anytime a student still does not meet the requirements for promotion once summer school is complete, a committee composed of the building principal, counselor, teachers and parents will be convened to consider the matter. The building principal will have the final authority to determine promotion or retention of a student.

Eighth grade students wishing to participate in Recognition Night activities must have five credits by the end of the year to participate. During the last week of school, the office will inform those students who are not eligible to participate.

ACADEMIC ELIGIBILITY

We believe at Abilene Middle School that extracurricular school activities are a great way to get involved in your school. However, it is also important to understand that academics come first before extracurricular activities. To participate in extracurricular activities, students must be successfully passing the required number of classes. For specifics of eligibility, please see the Abilene Middle School Athletics handbook.

ATTENDANCE

Abilene School District - Attendance Policy

Kansas law requires students to attend school until the age of 18. Sixteen- and seventeen-year-olds may be exempt from the compulsory attendance requirement if:

- They have obtained a diploma or GED; or
- They are enrolled in an approved alternative education program, recognized by the local board of education; or
- A court order exemption; or

- The parent or person acting as parent consents in writing to their child being exempt from the requirement and the child and parent attend a final counseling session by the school to sign a disclaimer. The law requires the disclaimer to include the following information:
    - The academic skills the child has not yet achieved;
    - The difference in future earning power between a high school graduate and a high school dropout; and
    - A list of educational alternatives available to the child

Any student who is not exempt shall be reported as truant.

Abilene School District - Truancy Policy

In compliance of Kansas Statutes 72-1113 and 72-1111 as described in Senate Bill No. 38, schools **must report** students not in compliance with Kansas Compulsory Attendance Laws. The guidelines state that a student is not in compliance if any of the following occur:

- *The student has 3 consecutive UNEXCUSED absences.*
- *The student has 5 total UNEXCUSED absences in a semester.*
- *The student has 7 total UNEXCUSED absences in a school year.*

Abilene School District = Definitions of "Excused" and "Unexcused" Absences

Regular and punctual school attendance is key to a child's success beyond high school graduation and is expected and required of all students. There are also times throughout a school year, however, when a child will fall ill, have an appointment, need to attend a funeral, etc.

As a result, Abilene Public Schools will record up to 6 cumulative days of absences in each semester as EXCUSED when a parent/guardian provides one of the following *prior to the absence*:

- Call/email to the school attendance secretary
- Note sent to the school attendance secretary

Absences for medical appointments will be recorded as EXCUSED when a parent/guardian provides a note from the medical staff *after the absence*.

Any absences that are considered "No Call, No Show" - an absence without communication to the school - will be counted as UNEXCUSED.

After 6 cumulative days of absences excused by parent/guardian call, email, or note each semester, the ONLY way an absence will be EXCUSED is with a medical doctor's note or with explicit approval from the building principal.

Prior to reporting violations to the Kansas Compulsory Attendance Laws to either the Department for Children and Families (if the student is under 13) or the county attorney (if the

student is 13 or more years of age but less than 18 years of age), a letter will be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

All work missed while students are absent must be made up. This requirement is the student's responsibility. Check with your teachers to get the assignments.

TARDIES

Arriving to school tardies will be handled by the office with a focus on parent/guardian involvement and preparing students and families for stricter tardy policies at the high school. Tardies reset at the start of each quarter.

- 1st tardy = Parent email with reminder of start of day times.
- 2nd tardy = Parent email with reminder of start of day times.
- 3rd tardy = Parent phone call to discuss student tardiness and support options for the student to be on time.
- 4th tardy = Parent/administrator conference to discuss student tardiness and additional support options to assist the family or student in being on time to school.
- Additional tardies in a quarter may result in a student being referred to the district's Truancy Review Team to help the student/family identify additional community supports if necessary.

Teachers will handle tardies to all other class periods.

BEFORE SCHOOL SCHEDULE

Doors to the building will be unlocked at **7:30am.**

- Students eating breakfast and 8th graders are to report to the Commons Area.
- 6th and 7th graders are to report to the gym until 7:50.
- You are expected to be in your first hour class before the 7:55am bell rings to not be counted tardy to your first hour class.

AFTER SCHOOL SCHEDULE

AMS custodians have cleaning to do in the classrooms and hallways. Students need to be out of the building by 3:15 unless they have practice immediately after school, are enrolled in the after-school program, or are working directly with a teacher or staff member.

LEAVING SCHOOL DURING THE DAY

If you become sick during the day and must go home, report to the office before leaving school. **Never leave the school building or school grounds without reporting to the office!**

BEHAVIOR EXPECTATIONS

At AMS we believe that all students are capable of behaving in an acceptable manner. Being a part of a school means accepting limits on behavior and following various rules and procedures. All USD 435 faculty and staff members are well-versed in the 16 most essential social skills necessary for success in life - we call these the "Boys Town Social Skills" because the training we receive comes from the Boys Town campus in Nebraska. These 16 essential social skills are as follows:

Boys Town Social Skills	Procedures to Perform the Skills
Following Instructions	1. Look at the person 2. Say 'Okay' 3. Do what you've been asked right away 4. Check back
Accepting Criticism or a Consequence	1. Look at the person 2. Say 'Okay' 3. Stay calm
Accepting 'No' for an answer	1. Look at the person 2. Say 'Okay' 3. Stay calm 4. If you disagree, ask later
Greeting Others	1. Look at the person 2. Use a pleasant voice 3. Say 'Hi' or 'Hello'
Getting the Teacher's Attention	1. Look at the teacher 2. Raise your hand and stay calm 3. Wait until the teacher says your name 4. Ask your question
Disagreeing Appropriately	1. Look at the person 2. Use a pleasant voice 3. Tell why you feel differently 4. Give a reason 5. Listen to the other person
Making an Apology	1. Look at the person 2. Use a serious, sincere voice 3. Say 'I'm sorry for...' or 'I want to apologize for...' 4. Explain how you plan to do better in the future
Accepting Compliments	1. Look at the person 2. Use a pleasant voice 3. Say 'Thank you'
Having a Conversation	1. Look at the person 2. Use a pleasant voice 3. Listen to what the other person says 4. When there is a break in the conversation, as a question or share your thoughts
Asking for Help	1. Look at the person 2. Ask the person if they have time to help you 3. Clearly explain the kind of help that you need 4. Thank the person for helping
Asking Permission	1. Look at the person 2. Use a calm and pleasant voice 3. Say 'May I...' 4. Accept the answer calmly
Staying on Task	1. Look at your task or assignment 2. Think about the steps needed to complete the task 3. Focus all of your attention on the task 4. Stop working only when instructed 5. Ignore distractions and interruptions from others
Sharing Something	1. Let the other person use the item first 2. Ask if you can use it later 3. When you get to use it, offer it back to the other person after you have used it
Working with Others	1. Identify the task to be completed 2. Assign tasks to each person

	3. Discuss ideas in a calm quiet voice and let everyone share their ideas 4. Work on tasks until completed
Listening	1. Look at the person who is talking and remain quiet 2. Wait until the person is through talking before you speak 3. how that you heard them by nodding your head, saying 'Okay', 'That's interesting', etc.
Appropriate Voice Tone	1. Listen to the level of the voices around you 2. Change your voice to match 3. Watch and listen for visual or verbal cues and adjust your voice as needed

SCHOOL CONDUCT

We expect all AMS students to be respectful towards their fellow students and any staff member who works with them during the school day or at any school activity. Courtesy, good manners, and proper care of books and equipment are a part of showing respect. Respectable language is a must.

Student behavior that disrupts or interferes with classes or any part of school is not allowed. Inappropriate behavior that interferes in learning will be addressed through the following types of disciplinary action:

- Conferences with student
- Parental contact
- Parent-student-principal conferences
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion

HALLWAY BEHAVIOR

We need everyone's help in providing a smooth movement of traffic at AMS. Please be patient when walking down hallways or on the stairs. Please walk around and not through the Media Center or the Conference Room hallway. Running, yelling, pushing, and shoving are not appropriate behaviors in our hallways. Students continually misbehaving in the hallways will be referred to the office and could possibly be assigned an "alternative passing period" where they leave class early and report to the office during the passing period until the class bell rings.

BULLYING

Behavior that is **Repeated, Intentional**, and causes a **Power Imbalance** is considered bullying and **will not** be tolerated at Abilene Middle School.

The following behaviors can sometimes be **peer conflict**, but when it rises to the level of being **Repeated**, **Intentional**, or causing a **Power Imbalance**, these behaviors qualify as bullying:

- Teasing: Name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves.
- Exclusion: Starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends.

- Physical: Pushing, slapping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space.
- Severe Physical: Punching, kicking, and similar behavior that could result in injury to others.
- Threat of serious violence or harassment: Racial, ethnic, or sexual name-calling or other severe harassment.

School Bullying Rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school and an adult at home.

"HANDS OFF"

We expect you to keep from pushing, shoving, and grabbing each other while you are here at AMS. Sometimes a fight or scuffle breaks out from just "fooling around." Remember to **keep your hands to yourself.**

ILLEGAL SUBSTANCES

The unlawful possession, use, sale or distribution of controlled substances (tobacco in any form and/or electronic cigarettes/vapes) and the possession, use, sale or distribution of alcohol by AMS students will not be permitted in school, on school grounds or at school sponsored activities. **Violation of this policy will result in an out-of-school suspension.**

1st offense for tobacco-related products

- 3 days OSS
- Will be reduced by 1 day based on successful completion of the ASPIRE program (A Smoking Prevention Interactive Experience).
- Referral to the School Resource Officer

2nd + offenses for tobacco-related products

- 3 days OSS
- Completion of an in-person education session hosted by Central Kansas Foundation
- Referral to the School Resource Officer

A student shall not knowingly possess, sell, use, transmit or be under the influence of any illegal drug of any kind. Possession of illegal drugs or being under the influence will result in suspension or expulsion. Law enforcement will be notified.

THEFT

Taking, using, or borrowing another person's property without permission is called stealing. With or without locks, we all have rights of ownership and should not have to fear having our

property stolen. The theft of student, teacher, or school property could result in suspension from school and serious problems with theft could possibly lead to expulsion.

POSSESSION OF DANGEROUS DEVICES

The possession of dangerous devices (e.g. weapons) is strictly forbidden. The possession of a dangerous device will result in suspension out of school and could result in a recommendation for expulsion from school.

ETHICS AND HONESTY

The teachers at Abilene Middle School believe AMS students are capable of producing authentic work. Also, we believe students should be held to a high standard of behavior. Consequently, we will not tolerate cheating, copying other students' work, or plagiarizing. Plagiarism is "to steal and pass off as one's own the ideas or words of another" (*Webster's Seventh New Collegiate Dictionary*). To avoid plagiarizing, a student must give credit to the source if the information is not common knowledge. When paraphrasing, a student must reword so the resulting product has no resemblance to the original wording or sentence structure.
The consequences for all other instances of cheating will result in a zero on the given assignment and parent contact by the teacher.

IN-SCHOOL SUSPENSION

Students who are consistently having or creating problems in school that interferes with any part of the school program OR who create a large disruption to the learning environment may be placed on in-school suspension. Students will be placed on in-school suspension by the principal or her designee.
Students on in-school suspension will be expected to always be quiet and work on assignments from daily classes. Students who do not cooperate while on in- school suspension will be sent home and may be suspended for a length of time out of school.

DETENTION

Students may be assigned detention time by the principal or by teachers. This detention time should be served on the day it is assigned (or the next day if not possible) after school beginning at 3:00 P.M. Faculty members will contact parents/guardians to arrange the day for the detention to be served. Students failing to attend detention will either have their time increased or be placed on in-school or out-of-school suspension. Detention will be held daily unless otherwise announced.

AMS RULES

- Public display of affections (e.g., kissing, embracing, hand-holding, etc.) are **not** appropriate in a school setting.
- Sunflower seeds, candy, chips, etc. are not permitted in school (unless given explicit permission from a faculty member for a specific occasion). Any eating and drinking before and after school should be limited to the Commons Area. Students **are allowed** to carry clear water bottles throughout the day.

- Students are not allowed to consume energy drinks or soda during the school day including during the lunch period. If a student has these items, the drink will be confiscated and held in the office where they may pick it up at the end of the school day. Students may bring water, juice, or lemonade to drink during lunch.
- Students may not keep open food or drinks in the locker except for items that are in a lunchbox to be consumed at lunch or after school activity.
- Student visitors are not allowed at AMS.

PERSONAL ELECTRONIC DEVICES

This policy is written in conjunction with Kansas House Bill 2299 and Kansas State Law and outlines the expectations and requirements regarding the possession and storage of personal electronic devices in USD 435, Abilene. See Board of Education policy JCDC-Student Personal Electronic Communication Devices.

Section 1: Definitions

To ensure total clarity, USD 435 adheres to the following definitions as outlined by **state law**:

Personal Electronic Communication Device:

"Personal electronic communication device" is any wireless electronic communication device that:

- Provides for voice, text, or video communication between two or more parties, including, but not limited to, a mobile or cellular phone, tablet, computer, watch, wireless headphones or earbuds, text messaging device, or personal digital assistant; and
- Is not owned or issued to students by the school district or accredited nonpublic elementary, middle, or secondary school.

School Day:

"School Day" means the following for each building if a student chooses to bring a personal electronic device(s) to a school building.

- 6-8 Buildings: Student's electronic communication devices will be stored in an inaccessible location upon entering the building and until dismissal from school for an activity, athletic event, appointment, OR at the end of day dismissal from STAR class.
- Virtual School: Virtual student's electronic communication devices will be stored in an in accessible location upon entering a USD 435 building and until exiting the building.

Electronic communication devices will be turned off and stored in a bookbag during AMS After School Tutoring (AST).

Buses & School Activity:

Students riding the bus to and from school will be permitted to have their electronic device(s) on their person. Electronic Devices(s) on transportation to out of town field trips, school activities, or sporting events will be at the discretion of the administrator, teacher, sponsor, or coach.

Student Aides/Student Teacher Assistants/Interns:

This policy will apply to all buildings within USD 435.

Section 2: Storage Designation

During the school day, students are required to store their personal electronic communication devices in one of the two designated ways.

During enrollment, you and your parent/person acting as parent selected one of the following options:

Option 1: At home/In-Vehicle Storage – The student will keep their cell phone and all other electronic communication devices at home or secured inside their personal vehicle for the duration of the school day.

Option 2: School Storage – The student will place their cell phone and all other electronic communication devices in a designated inaccessible school storage location upon arrival at school.

Section 3: Acknowledgement & Assumption

By signing this document during enrollment, the student and parent or person acting as a parent acknowledged that

1. **Administrative Assumption:** Once a designation is made above, the USD 435 administration will assume that the student's cell phone and personal electronic device(s) are stored in the designated area.
2. **Access to Communication:** When a personal electronic communication device is not permitted, students are allowed reasonable access to school-provided telephone or communication device during the school day to contact a parent or person acting as a parent.
3. **Compliance:** Any personal electronic communication device(s) found in the possession of a student during the school day – outside of the designated storage area – will be considered a violation of school policy and subject to disciplinary action. (see Section 4)
4. **Responsibility:** While the school provides inaccessible school storage locations for Option 2, USD 435 is not responsible for the loss, theft, or damage of devices stored in the storage locations, vehicles or left at home. (HB 2299)
5. **Accommodations:** District policy grant an exception for students who need a device

as an accommodation during the school day, if their IEP, medical plan, or 504 Plan requires it as assistive technology for medical or educational purposes.

- First, the use of the device must be noted in the student's individual education plan (IEP) or Section 504 Plan, or the school district must be provided with documentation from a licensed physician that use of the device is medically necessary to support the health or well-being of the student.
- Second, it must be documented that the personal electronic communication device is the intervention of last resort because there is no other reasonable alternative or option available for the student.

Section 4: Disciplinary Action

By signing this document, the student and parent or person acting as a parent acknowledge the following disciplinary actions for use of an electronic communication device during school hours while in USD 435 building:

Incident 1: Electronic device(s) will be confiscated and stored in the school office and released back to the student at dismissal.

Incident 2: Electronic device(s) will be confiscated and stored in the school office, parent contact will be made, and the device will be released back to the student at dismissal.

Incident 3 and Incident 4: Electronic device(s) will be confiscated and stored in the school office, the student will be issued a lunch detention (PK-5) or detention (6-12), and the device will be released to the parent or person acting as a parent between the hours of 7:30 am and 3:30 pm.

Incident 5: Repeat all items in Step 4 and schedule a parent, student, and administrator meeting to develop a plan of action with future consequences based on the student handbook's progression of consequences.

DRESS CODE

Abilene USD 435 believes that all students should dress in a manner that projects a positive image for themselves and Abilene Middle School.

The following are guidelines for proper dress and appearance for students of Abilene Middle School:

- Reasonable and appropriate clothing is required; clothing that contains derogatory or offensive language, inappropriate innuendo, or contains images advertising or using tobacco, alcohol, or illegal substances will not be allowed.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct or weapons.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing that tends toward a costume will also not be allowed (except for designated theme days during spirit weeks).
- Regardless of gender, clothing that reveals midriffs, torsos, buttocks, backs, or sides is prohibited. No undergarments, including bras of any kind, underwear, or boxers, shall remain visible.
- Hats, caps, hoodies, and other full head coverings are not to be worn in the building. Exceptions will exist for religious reasons.
- Shoes are required by Kansas State law.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
- Students who participate in interscholastic activities and public performances will be expected to follow the personal appearance code approved by the directors or coaches of those activities and the school administration.
- PE Classes may require clothing that is appropriate for location or activity as deemed necessary by the instructor.
- Students may need to make arrangement for remedy of clothing violations before being allowed to return to class. Failure to comply may result in school discipline.

School administration reserves the right to determine what constitutes appropriate dress.

LOCKERS

Each student will be assigned a locker in working condition and is responsible for the use and care of it. Defacing and/or damaging a locker is not acceptable and will result in disciplinary action. If you should experience mechanical problems with your locker, please contact the

office. Each student must use the locker that is assigned. Please do not share your locker combination with other students. Please do not kick lockers open. **Lockers are the property of USD 435 and are subject to search at the request of the principal.**

SCHOOL BUS POLICY

The school buses will arrive at various times each day and will leave AMS about five minutes after the end of the school day. Students who ride the bus are responsible to AMS for their behavior and conduct while on the bus. It is the responsibility of each student who rides the bus to follow the rules and regulations explained by the bus driver. Students who do not follow the rules will lose their bus riding privileges for a day, a week, a month, or even a full school year. During suspension or expulsion from the bus, parents will be responsible for transporting the student to and from school and all extracurricular activities.

Consequences for Inappropriate Behavior

- First Consequence – Written warning given (not required in cases of **severe disruptive behavior** which includes fighting, using profanity, abusive or defiant behavior)
- Second Consequence – Loss of privilege to ride bus for five days
- Third Consequence – Loss of privilege to ride bus for thirty days
- Fourth Consequence – Loss of privilege to ride the school bus for the remainder of the school year

OFFICE TELEPHONE

Students may gain permission to use the office phone. However, this should occur only when necessary. Office staff retains the right to deny office telephone use to students who misuse the phone. Students will not be called to the phone from class except in the case of emergencies. The office staff will accept messages and deliver them when necessary.

SCHOOL PROPERTY

The equipment you use in our school is in good repair. We all have a job to do in keeping Abilene Middle School clean and functioning properly. So help out If you see trash on the floor, throw it away If you see writing on a locker or wall, let us know.

iPADS

By being in possession of a school issued iPad, the students will agree to the following:

- Students will treat the iPad with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby (iPads are NOT allowed at lunch).
- Students will not lend the iPad to anyone, not even my friends or siblings; it will stay in the student's possession at all times.
- Students will not remove programs or files from the iPad.
- Students will not give personal information when using the iPad.
- Students will bring the iPad to school everyday.

- Students will use email (or any other computer communication) for only appropriate, legitimate, and responsible communication.
- Students will keep all accounts and passwords assigned secure, and will not share these with any other students.
- Students will not attempt to repair the iPad.
- Students will recharge the iPad each night.
- Students will return the iPad when requested and upon withdrawal from Abilene Schools.
- Students will keep the iPad in its protective case at all times and will not deface, write on or otherwise mark the protective case or iPad.
- Students will not take photos or video of other students or staff without their permission. The possession, forwarding or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden and could result in consequences.
- Students may personalize their lock screen and home screen with appropriate media. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang-related symbols or pictures are not permitted per school/district policies.
- If illegal software/apps are discovered, the iPad will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset. Teachers, Principals, and Network administrators may review student files and communications at any time to ensure that the iPad is being used appropriately. Students should not expect that files stored on their iPad will always be private. This is a school-owned and issued device.
- Consequences for violations of above may result in, but are not limited to, the following:
    - MINOR Violation Consequences: Office Referral, Warning, Detention
    - MAJOR Violation Consequences: Denial of Computer/iPad privileges, In-School Suspension (ISS), Out of School Suspension (OSS), Expulsion, or Referral to law enforcement

AFTER SCHOOL PROGRAM

Abilene Middle School has an after-school program for those students who are needing extra work with their class work or just wanting something to do after school. The after-school program provides opportunities for students to receive extra homework help, as well as be involved with enrichment activities with community partners. If you are interested in attending the after-school program, contact the office.

LONGHORN LEADERS

Longhorn Leaders is an 8th Grade leadership program that helps with the orientation of 6th Graders and new students to our school. They are also involved with helping with school and community projects.

7th Graders may apply to be a Longhorn Leader during their 8th grade year. The process involves an application, essay, teacher recommendations, and student interview. Students will be notified by the end of their 7th grade year if they are selected to be a Longhorn Leader for the following school year.

COUNSELOR

The AMS Counselor is Mrs. Wilkins; she is here to help you with any of your concerns or problems. If you are having difficulty with your schoolwork, your friends, or just going through a tough time and need to talk to someone, remember that Mrs. Wilkins is available. She is also available to discuss grades, test scores, and provide information about high school and beyond.

MEDIA CENTER

A well-equipped Media Center is available for your use. The Media Center will be open from 7:30 A.M. to 3:30 P.M. each school day for reading, studying, and checking out books.

- Checking and Loaning Periods: Students may check out books for two weeks at a time. All due books must be returned to the Media Center and fines paid before additional books may be checked out.
- Lost or Damaged Books: Students will be expected to reimburse the Media Center for any books or materials they have lost or damaged.

LUNCH/BREAKFAST PROGRAM

A School Breakfast Program and a School Lunch Program is available to every student enrolled in Abilene USD #435. Students may deposit money in their breakfast/ lunch account as needed.

During lunch, students must adhere to the following expectations:

- Listen to adults and follow requests the first time.
- Know your lunch number.
- Sit at the table you signed up for at the start of each quarter.
- Keep food on your plate.
- Use manners & inside voices.
- Clean up messes that you make.
- Clear away trash.
- Keep lunch tables and floors clean.
- Use the bathroom passes when using the facilities.

Students who are unable to follow the above rules will be assigned lunch detention or lose the privilege of eating in the lunchroom and may be assigned in-school suspension.

SCHOOL NURSE

The school nurse maintains an office in the AMS office and is in the building for a period of time on a daily basis.

Prescription medication and over-the-counter medication must only be dispensed under the authority of the School Nurse's guidelines. Not following these guidelines could result in suspension.

School officials, including the school nurse, are not authorized to administer aspirin or other over the counter medications. In circumstances where medication is necessary for students to remain in school, whether it be "over the counter" or prescription, the school will cooperate with parents in the supervision of medication needs. Parents of a middle school child must submit a "Request to Administer Medication in School" form to the school nurse for a school official to give medication, regardless of whether it is a prescription or nonprescription medication, which releases the school district and personnel from liability.

Should prescribed medications be necessary, the medical persons prescribing the medication must send a written request to the building administrator indicating the medication or treatment (permission for medication slips are available at local physicians or principal offices).

We ask that all medicine be in the original container, or a second container requested by the parent from the pharmacist, when providing for school use. Please note the exact time of day and reason for the medication to begin. The student should have had at least one dose of the medication before taking the medication at school.

The school nurse will be responsible for the overall administration of all medication in schools, and may, in her absence, delegate this to a secretary or teacher. School districts are discouraged by state health officials from giving any medication, and we would encourage parents to limit the medications sent to school with students or requests of the school to dispense medication. Medications may be given to students during school hours in accordance with the Illness and Medication policy of USD #435. You will find a blank copy of the medication permission form at the end of this handbook.

EMERGENCY SAFETY INTERVENTIONS

Abilene Middle School is committed to limiting the use of emergency safety interventions such as seclusion and restraint with all students. Seclusion and restraint shall only be used when a student's conduct necessitates the use of emergency safety interventions. Abilene Middle School encourages all staff members to utilize other behavioral management tools, including prevention and de-escalating techniques and positive behavioral intervention strategies.

INFORMATION AVAILABLE TO PARENTS

- Parents may call 263-2630 to request information regarding the professional qualifications of the student's classroom teachers and to request access to their students' state assessment scores.
- Parents will be notified if their child is instructed for more than four continuous weeks by a teacher that does not meet the definition of "highly qualified".
- The district report card can be viewed on the district website, or a copy can be picked up at the Central Office, 213 N Broadway, Abilene, KS 67410.

ENROLLMENT INFORMATION

Parents may pay enrollments fees and lunch fees by credit/debit card.
Abilene Middle School (6th - 8th grades) = $75.00 fees
Fees are due at time of enrollment. A payment plan may be set up in needed.

USD435 INTERNET ACCEPTABLE USE POLICY

- USD435 is committed to providing learning opportunities for the students. We believe that the use of technology and the internet will increase opportunities for learning in this district.
- USD435 recognizes that it is impossible to restrict all access to controversial materials. We do comply with CIPA(Children's Internet Protection Act) by filtering all internet content.
- USD435 may use, but are not limited to using, your child's first name, displaying your child's work, showing your child's anonymous photo and may allow your child to use e-mail.

Acceptable Use

All use of the Internet must be in support of education, research, and consistent with the purposes and outcomes set forth by the Abilene Unified School District 435.

Unacceptable Use

- Any use of the network to facilitate illegal activity is prohibited at all USD 435 schools.
- Vandalism is defined as any malicious attempt to harm, modify, and destroy data of another user, or other networks that are or are not connected to the internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses. Computer viruses are programs designed to spread themselves and can destroy valuable programs and data. To reduce the risk of spreading a computer virus, files may not be imported without teacher or administrator approval. Deliberate attempts to degrade or disrupt system performance or vandalize any computer system is considered a criminal act under state and federal law and is prohibited at all USD 435 school.
- Transmission of any material in violation of any United States or state regulation is prohibited at USD 435 schools. This includes, but not limited to, copyrighted material, threatening, pornographic, or obscene material, or material protected by trade secret.
- Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited at USD 435 schools.
- Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited at USD 435 schools.
- Any subscriptions to Listservs or Newsgroups must be pre-approved by the building Internet coordinator/media specialists.
- Any user identified as a security risk for the school district may be denied access to the internet by USD 435.

Penalties for Improper Use

ANY USER ENGAGED IN UNACCEPTABLE USE OF THE INTERNET AND NOT USING PROPER NETIQUETTE, WILL NOT BE ALLOWED ACCESS TO THE INTERNET. THEY ARE NOT ONLY SUBJECT TO LOSS OF NETWORK PRIVILEGES BUT MAY BE SUBJECT TO OTHER DISTRICT DISCIPLINARY ACTIONS.

If you have questions, concerns, or wish to not have your child participate in the internet activities please call your child's school.

Abilene USD #435
Request to Administer Medication at School

Student:_____

School:_____ Grade:_____

Teacher:_____

Medication:_____ Dosage:_____

Date Started:_____ Reason: _____

Time of day medication to be given:_____

Anticipated number of days to be administered at school: _____

Physician Signature:_____ Date:_____

ASTHMA / DIABETIC / EPI-PEN STUDENTS ONLY:

This student is both capable and responsible for self-administering:
___No ___Yes- supervised ___Yes-unsupervised
This student may carry his/her own insulin / inhaler / epi-pen:
___No ___Yes

I hereby give my permission for _____ to take the above medication at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my student in accordance with written instructions from the physician/dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student. This student has had at least one dose of the medication and did not have an adverse drug reaction.

Date:_____ _____
Signature of parent/guardian

****Note**: **ALL** prescriptions **MUST** be brought to school in the original container and properly labeled from pharmacy. Over the counter medications **MUST** be in the original container with student's name written on the package. If the medication does not have this signed form, and/or is not in the original container from the store or pharmacy --**IT CANNOT BE GIVEN**. ****

_____
School Nurse